

# Demand Letters Research Guide

## Overview

This research guide includes information and resources on demand letters. A demand letter is a letter by which one party explains its legal position in a dispute and requests that the recipient take some action (such as paying money owed), or else risk being sued. (*Black's Law Dictionary, 11<sup>th</sup> ed.*) The resources listed below are not exhaustive and may not include the most up-to-date information. It is for information purposes only and should not be construed as legal advice or act as the substitute for legal counsel.

## Statutes and Codes

Texas Statutes Online [www.statutes.capitol.texas.gov](http://www.statutes.capitol.texas.gov)

Texas Administrative Code

- Ch. 59 Collections §59.2 Collection Process: Uniform Guidelines and Referral of Delinquent Collections  
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=1&pt=3&ch=59&rl=2](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=3&ch=59&rl=2).

## Secondary Resources in Print

**Texas Forms Real Estate KFT 1326.A65 0266**

- Ch. 4 Loan Default & Foreclosure Forms, Nonjudicial Foreclosures
  - Form 4A:2 Demand Letters - Matured Note
  - Form 4A:4 Demand Letters - Delinquent Note

**O'Connor's Texas Civil Forms KFT 1735.A6503**

- Ch. 2A Demand Letters FORMS 2A:2-2A:4

**Texas Litigation Guide KFT 1730.T4**

- Vol. 14, Ch. 210 Sales §210.106 Demand Letter for Fees Under General Attorney's Fees Statute
- Vol. 14, Ch. 290 Negligence §290.114 Demand Letter-Within Policy Limits

**Collection, Demand, and Commercial Letters REF KFT 1024.C664**

## Online Resources

How to Write a Demand Letter (Texas Law Help)  
<https://texaslawhelp.org/article/how-to-write-a-demand-letter>

Civ Pro: 5 Sources for Drafting Legal Letters (Harris County Law Library)  
<https://www.harriscountylawlibrary.org/ex-libris-juris/2022/11/10/civ-pro-5-sources-for-drafting-legal-letters>

Privacy Demand Letter to Landlord  
[https://texaslawhelp.org/sites/default/files/2022-05/tenant\\_privacy\\_demand\\_letter\\_may2022\\_1.pdf](https://texaslawhelp.org/sites/default/files/2022-05/tenant_privacy_demand_letter_may2022_1.pdf)

How to Write a Formal Demand Letter (Nolo)  
<https://www.nolo.com/legal-encyclopedia/free-books/small-claims-book/chapter6-4.html>

Fair Debt Collection Practices Act (Federal Trade Commission)  
<https://www.ftc.gov/legal-library/browse/rules/fair-debt-collection-practices-act-text>

Example of Certified Demand Letter (Medina County)  
<https://www.medinacountytexas.org/upload/page/6801/docs/Example%20Demand%20Letter%203-28-22.pdf>

## Legal Assistance

### **Legal Lines – Ask Attorneys simple legal questions (free service)**

- Tarrant County LegalLine Sign-up  
<https://www.tarrantbar.org/>
- Dallas County LegalLine Sign-up  
<https://www.dallasbar.org/index.cfm?pg=legalline>

**Tarrant County Bar Association Lawyer Referral Service:** 817-336-4101 (\$20 for the first 30 minutes)

